



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

Job Description

Job Title:	Cost Engineer	Requisition # 2016-12
Division:	Contract Management	
Reports To:	Deputy Director - Contract Management	
Grade Level:	H17	
Salary:	\$64,000 - \$82,000	
FLSA Status:	Exempt <input checked="" type="checkbox"/>	
Employment Status:	Full Time <input checked="" type="checkbox"/>	

Job Summary

This position is accountable for the preparation, review, analysis, and independent cost estimates for construction contract changes and/or amendments including the validation of merit and compliance to the Terms of Agreement between NJSDA and the Contractor, Design Consultant, and Construction Management Firms. This position will also provide assistance to the various NJSDA departments in the review of claims, project schedules, grant projects and analyze design errors and omissions to assist with the cost recovery process. Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Perform independent review and analysis of change orders, construction change directives, and project schedule, any delays and evaluate/access value of impact in calendar days to contract milestones and all supporting documentations in accordance with applicable policy and procedures to determine validity, contract compliance and reasonableness of proposed cost. Assist in negotiations as required.
2. Develops independent estimates for school facilities in preconstruction phase for Capital Plan and Emergent projects, compute cost factors and prepares estimates used for management purposes such as planning, organizing and scheduling work and determining cost effectiveness.
3. Perform independent cost estimating and scheduling analysis of baseline, recovery, and updated project schedules, conduct delay analysis to access/evaluate value of impact in calendar days to determine validity of contractor/consultant delay change order proposals.
4. Perform independent cost estimating and scheduling analysis of baseline, recovery, and updated project schedules, conduct delay analysis to access/evaluate value of impact in calendar days to determine validity of contractor/consultant delay change order proposals.
5. Perform post audit reviews of construction change orders and all supporting documentation to determine validity, contract compliance and reasonableness of costs. Develop weekly reports for supervisors and upper management use.
6. Review Design Consultant and Construction Management Firm amendments for validity of scope of work and cost against actual agreement between NJSDA and the Design Consultant/PMF.
7. Assist Office of Chief Counsel in review of claims. Assist Special Projects in cost recovery efforts by the Authority. Assist Grants Department in review of change conditions.
8. Maintains cost values and pricing by updating the data base.

9. Resolves cost discrepancies by collecting and analyzing information.
10. Maintains professional and technical knowledge by attending educational workshops and review professional publications.

Required Skills and Abilities

1. Strong analytical skills with the ability to analyze cost proposals, prepare estimates, review contract drawings and specifications and ability to comprehend and interpret contract and adhere to strict deadlines.
2. Excellent written, verbal and presentation skills.
3. Good knowledge of construction methods and construction cost estimating methods.
4. Strong organizational skills and ability to successfully and simultaneously manage multiple projects while adhering to strict deadlines.
5. Ability to establish and maintain cooperative working relationships with staff, CM, contractors, districts and engineering professionals.
6. Familiarity with unit cost development and application of production rates;
7. Strong negotiation and analytical skills.
8. Strong technical knowledge of scheduling software (i.e. Primavera, MS Project) and knowledge in Building Codes.
9. Experience in materials preparation, labor, and equipment cost estimates.
10. Architectural, MEP, and/or Structural engineering experience. Construction Site experience including new building, addition, and renovation project experience.
11. Thorough knowledge of plans, specifications and contracts as it relates to the overall construction field including but not limited to, site work, general construction, plumbing, electrical, HVAC, asbestos abatement, interior finishes, etc.
12. Proficient in MS Word, Excel, Primavera, and MS Project; Familiarity with Expedition software and other project management software.

Required Education and Experience

1. Bachelors of Science degree in Engineering/Architecture or Construction Management.
2. Technical knowledge of Project CPM scheduling and Construction Cost Estimating.
3. Ten years of experience in design and construction, cost estimating, and scheduling.

Physical Demands

Minimal

Certificates and Licenses Required

Valid drivers' license